

# Enterprise Timetabler (ET) Guidelines

## *Read-Only Mode*

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## Executive Summary

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These Guidelines are to assist staff using ET to view existing bookings, including: school timetable officers required to view or review unit activity bookings and staff required to make or review Web Room Bookings (WRB).

## More information

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For further information, contact the UTAS Timetable Officer

Email: [Timetabling.Office@utas.edu.au](mailto:Timetabling.Office@utas.edu.au)

## Using Enterprise Timetabler in read-only mode

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ET will enable staff to:

- see relevant information on bookings, eg name of booking, location of booking, who made the booking, date and time of booking, etc;
- filter the booking activities to restrict the display to only those that are relevant.

Although any booking can be viewed, WRB will be used as examples in this Guideline document as they are very specific in the data held in the activity record. Teaching bookings are generally self-explanatory regarding the data held in the activity's fields.

Should changes need to be made to any booking, the user will need to contact the relevant person who has the authority to do so. These include:

- The Timetable Office;
- The Venue Hire Office;
- An appropriate person in their organisational unit;
- For WRB, the person who made the booking.

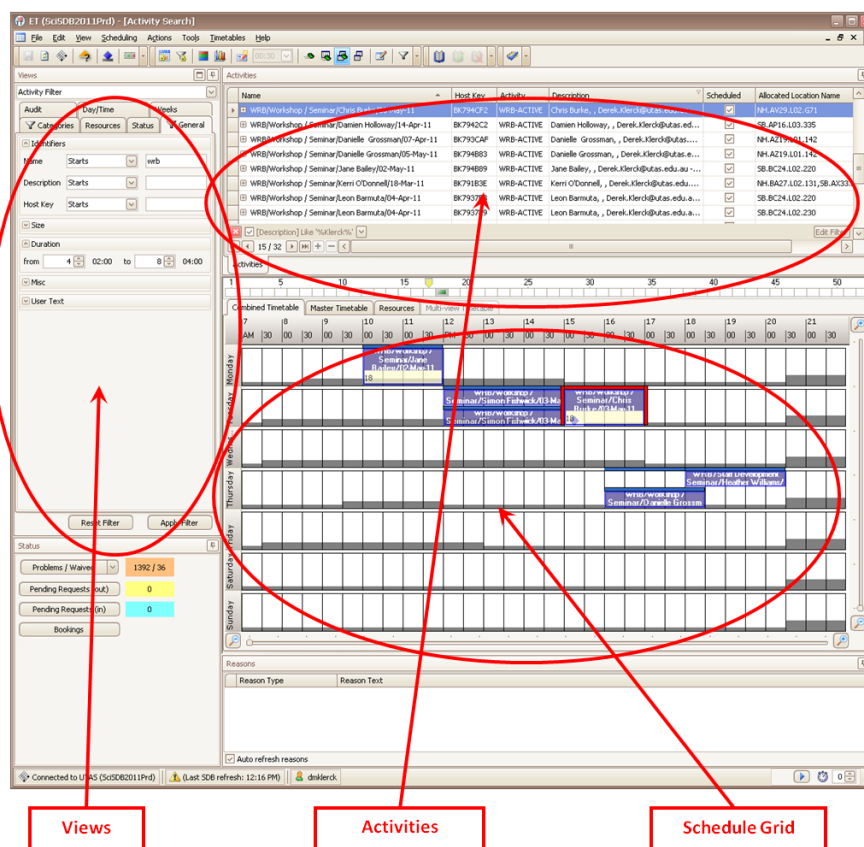
This application can be accessed by entering the following URL:

<http://itssbysplus1.its.utas.edu.au/Scientia/Portal/>

## Overall view of the relevant sections/windows in ET

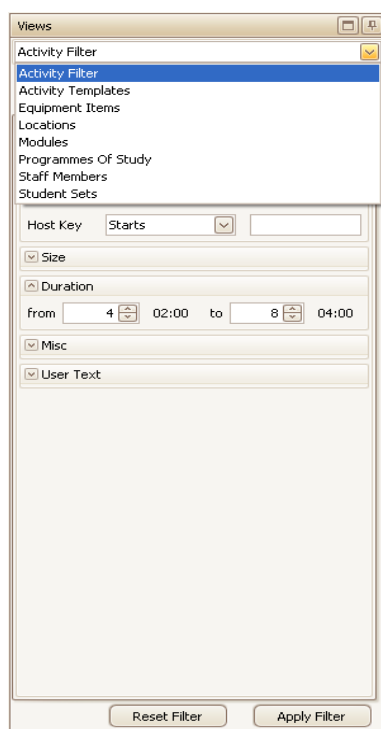
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There are five sections/windows in ET, but only three are relevant for Read-Only.



## The views window

This window allows a range of activities to be selected that will be displayed in the activities window. Click on the arrow next to the box, and a list will appear. Depending on the user's level of authorisation, different options will appear. The list below shows the full set.



The most relevant options are:

- **Activity Filter** allows a comprehensive set of conditions to be set to display particular activities of interest;
- **Locations** allows a number of locations to be selected, thereby displaying all activities occurring in those locations;
- **Modules** allows a number of modules to be selected, thereby displaying all activities occurring for those modules.

These Guidelines will focus primarily on the *activity filter* option, as it has the most comprehensive filtering options, and must be used to select WRB activities. The total number of options is vast, and it is not the intention of this Guideline to explain them all.

When selecting the *activity filter* option, a window will appear with several tabs. Each tab allows selection of different sets of filters. A brief summary of the main parts of each tab will be given below, but the user should feel free to use whatever else may be relevant.

### General Tab

The screenshot shows a window titled 'Views' with a tabbed interface. The 'General' tab is selected. Under the 'Activity Filter' section, there are sub-tabs: 'Audit', 'Day/Time', 'Weeks', 'Categories', 'Resources', 'Status', and 'General'. The 'General' sub-tab is active, showing an expanded 'Identifiers' section. This section contains three rows of filters: 'Name' with a dropdown set to 'Starts' and a text field containing 'wrb'; 'Description' with a dropdown set to 'Contains' and a text field containing 'klerck'; and 'Host Key' with a dropdown set to 'Starts' and an empty text field. Below these are four checked checkboxes: 'Size', 'Duration', 'Misc', and 'User Text'. At the bottom of the window are two buttons: 'Reset Filter' and 'Apply Filter'.

### Identifiers

Identifiers are *starts*, *contains* and *equals*:

- **Starts** entering a string of characters will return all activities starting with those characters in that field;
- **Contains** entering a string of characters will return all activities containing those characters anywhere in that field;
- **Equals** entering a string of characters will return all activities exactly matching those characters in that field;

In the example above, *name* has been set to start with WRB, and *description* has been set to contain *Klerck* (person who made the booking). All WRB activities start with the characters WRB, and using this string in *name* will extract only WRB activities. The *description* field contains the name of the person who made the booking in WRB.

## Other tab options

Each has a set of further options allowing you to further refine your search.

### Status tab

The screenshot shows the 'Views' dialog box with the 'Status' tab selected. The 'Activity Filter' dropdown is set to 'Status'. The 'Activity Status' section contains four unchecked checkboxes: 'Scheduled', 'Unscheduled', 'Requests In', and 'Requests Out'. The 'Activity Problems' section contains one checked checkbox. The 'Waivers' section contains one checked checkbox. At the bottom are 'Reset Filter' and 'Apply Filter' buttons.

The main option here would be the *activity status* - usually used to restrict activities to either *scheduled* or *unscheduled*.

### Resources tab

The screenshot shows the 'Views' dialog box with the 'Resources' tab selected. The 'Activity Filter' dropdown is set to 'Resources'. The 'Staff Member' section contains one checked checkbox. The 'Location' section contains one checked checkbox. The 'Equipment Item' section contains one checked checkbox. The 'Zone' section contains one checked checkbox. The 'Resource Activities' section contains one checked checkbox. At the bottom are 'Reset Filter' and 'Apply Filter' buttons.

The main options here would be the *staff member*, *location* or *zone*.

## Categories tab

The screenshot shows the 'Views' window with the 'Categories' tab selected. The 'Activity Filter' dropdown is set to 'Categories'. Below the filter, there are four checkboxes, all of which are checked: 'Departments', 'Activity Types', 'Tags', and 'Activity Groups'. At the bottom of the window are two buttons: 'Reset Filter' and 'Apply Filter'.

The main options here would be *departments* or *activity types*. Departments are synonymous with Schools/Institutions.

## Weeks tab

The screenshot shows the 'Views' window with the 'Weeks' tab selected. The 'Activity Filter' dropdown is set to 'Weeks'. Below the filter, there is one checkbox, 'Teaching weeks', which is checked. At the bottom of the window are two buttons: 'Reset Filter' and 'Apply Filter'.

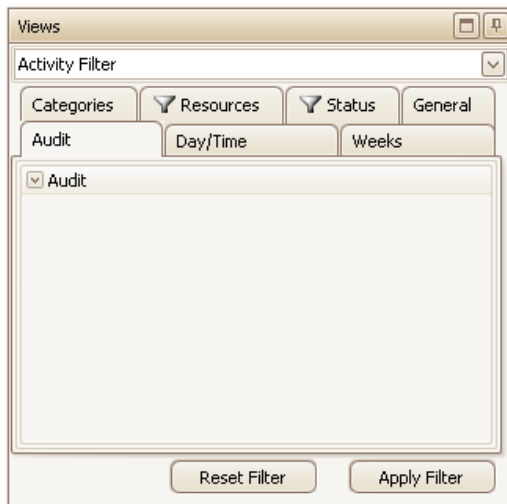
This enables a search for activities in specific weeks, or ranges of weeks.

## Day/time tab

The screenshot shows the 'Views' window with the 'Day/Time' tab selected. The 'Activity Filter' dropdown is set to 'Day/Time'. Below the filter, there are six checkboxes, all of which are checked: 'Suggested Days', 'Suggested Start Time', 'Suggested End Time', 'Scheduled Days', 'Scheduled Start Time', and 'Scheduled End Time'. At the bottom of the window are two buttons: 'Reset Filter' and 'Apply Filter'.

This enables a search for activities in specific days and/or times, both for suggested/required times as well as actual scheduled times.

### Audit tab

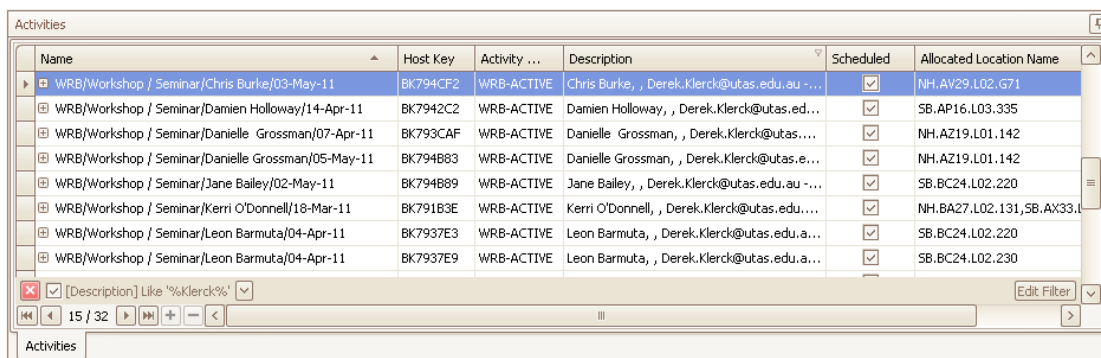


This is designed more for tracking system changes, and generally should not be used.

When all required options have been entered, click the *apply filter* button to start a search. There are many records in the database, and a search may take a while, up to 1 minute in some cases, before any activities are returned. A warning message may also appear regarding the number of returned activities, allowing the search to be continued or stopped.

To remove all filters, click on the *reset filter* button.

### The activities window



This window shows all the details of the activities. The default window initially shows only a few fields, and should be amended to suit the user. More filtering and sorting can be done here to further restrict the list of displayed items.

### Customise columns

To add more columns to the display, move the cursor into any one of the column headings and right click. A box of columns will appear.





Scroll through the list until required column is found. Left click (and hold down the left button) and drag the column (ie click and drag) into the activities window. Move cursor to the desired position in the column headings, and release the left button. This column will now appear. Repeat for other columns.

To remove a column from the display, click and drag the column heading away from the headings area until a large X appears, and then release it. To move the position of any column, just click and drag the column heading to a new position amongst the headings.

Following is a useful list of columns to view. This is not exhaustive, and the user must customise to suit requirements. The data for WRB bookings is specialised, where applicable WRB specific will be explained further:

Name (WRB)	For WRB, will contain activity type, responsible officer, activity start date
Host key (WRB)	For WRB, contains the booking reference number
Description (WRB)	For WRB, contains the responsible officer, booking officer (plus email), activity period dates
Duration	
Scheduled days	
Scheduled weeks	
Scheduled start end time	
Depart name	For WRB, This will contain the name of the Department who has the booking. This data will only be displayed for bookings commencing from 04/05/11
Scheduled tick box	
Allocated location name	
Allocated staff name	
User text 1	For WRB, this will contain a summary of entered items from the WRB web form. It is not read-friendly.
User text 2	For WRB, contains the login name of the booking officer.
User text 3	For WRB, contains the email address of the booking officer.
User text 4	Confirmation of booking status by way of auto email notification to booking officer.
User text 5	For WRB, this will contain the comments made for security. This data will only be displayed for bookings commencing from 04/05/11. Prior to this date, this field contains the activity type (which is redundant and can be found in the name field).
When scheduled	
Who scheduled	

## Sort columns

Most columns can be sorted - calculated or derived fields cannot. Left click in the column heading and it will toggle between ascending and descending.

## Filter columns

If a column can be filtered, hover the cursor in a column heading will display a small triangle in the upper right hand corner. Left click on this. Displayed will be various items which can be selected:

- list of distinct values in the column;
- all;
- custom;
  - selecting this will open a window which allows further selections. This is similar to the activity filter;
  - an important distinction here is searching for a character string inside the column. Choose the *like* option, and the character string must be enclosed within the % sign, eg *%exam%*

When a filter is applied, the details will be displayed at the bottom of the activities window. To disable the filter, click on the red X.

	Duration	Schedule...	Schedule...	Schedule...	Department Name	Sched...	Allocated Location Name	Allo
▶	02:00	Monday	16	11:00 AM		<input checked="" type="checkbox"/>	SB.AR15.L01.118	
	02:00	Monday	14	11:00 AM		<input checked="" type="checkbox"/>	SB.AR20.L02.2032	
..	01:00	Monday	15	3:00 PM		<input checked="" type="checkbox"/>	SB.AR19.L03.328	
..	12:00	Monday	51	8:00 AM		<input checked="" type="checkbox"/>	NH.AZ22.L01.104	

☒ [User Text 5] = 'Exam / Test' And [Scheduled Days] = 'Monday'

